

# PHA Plans

## Streamlined 5-Year/Annual Version

**U.S. Department of Housing and  
Urban Development**  
Office of Public and Indian Housing

OMB No. 2577-0226  
(exp 05/31/2006)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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## Vermont State Housing Authority

### Streamlined 5-Year Plan for Fiscal Years 2005 – 2009

### Streamlined Annual Plan for Fiscal Year 2005

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Vermont State Housing Authority

**PHA Number:** VT901

**PHA Fiscal Year Beginning:** 10/01/05

### PHA Programs Administered:

☐ **Public Housing and Section 8**

Number of public housing units:

Number of S8 units:

☒ **Section 8 Only**

Number of S8 units: 3151

☐ **Public Housing Only**

Number of public housing units:

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
(select all that apply)

☒ Main administrative office of the PHA by contacting:

*Vermont State Housing Authority  
One Prospect Street  
Montpelier, Vermont 05602  
(802)828-3295*

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans and attachments (if any) are available for public inspection at: (select all that apply)

☒ Main administrative office of the PHA located at:

*Vermont State Housing Authority  
One Prospect Street  
Montpelier, Vermont 05602  
(802)828-3295*

☒ PHA website at [www.vsha.org](http://www.vsha.org)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☒ Main administrative office of the PHA

☒ PHA website at [www.vsha.org](http://www.vsha.org)

## Streamlined Five-Year PHA Plan

### PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

#### **A. Mission**

*“The Vermont State Housing Authority’s (VSHA) core Mission is to promote and expand the supply of affordable rental and home-ownership opportunities on a statewide basis. Each new endeavor will enhance or increase the organization’s capacity to continue its core Mission and to assure the effectiveness of VSHA as a provider and administrator of affordable housing programs.”*

#### **B. Goals**

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
  - ☒ Apply for additional rental vouchers
  - ☒ Leverage private or other public funds to create additional housing opportunities:
  - ☒ Acquire or build units or developments
  - ☒ Utilizing project-based voucher option, create up to 100 additional units of affordable housing.
  - ☒ Transition an additional 250 HCV rental participants to the Homeownership Option, expanding the supply of available rental housing.
  
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
  - ☒ Improve voucher management: (SEMAP score) 130
  - ☒ Increase customer satisfaction:
  - ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  
- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
  - ☒ Provide voucher mobility counseling:
  - ☒ Conduct outreach efforts to potential voucher landlords
  - ☒ Expand voucher homeownership program: Bring S8 homeownership to an additional 250 families in the next five years.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - ☒ Increase the number and percentage of employed persons in assisted families:
  - ☒ Provide or attract supportive services to improve assistance recipients' employability:
  - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ VSHA will work with the Fair Housing Subcommittee and the Human Rights commission to promote State law prohibiting discrimination on the basis of receipt of public assistance, including housing assistance.
  - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

## Streamlined Annual PHA Plan PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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#### **B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans; Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, *Certification for a Drug-Free Workplace*;**  
**Form HUD-50071, *Certification of Payments to Influence Federal Transactions*;**  
**Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities*.**

## **Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

## **1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

### **A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3020		240
Extremely low income <=30% AMI	2053	68%	
Very low income >30% but <=50% AMI	513	17%	
Low income >50% but <80% AMI	60	2%	
Families with children	936	31%	
Elderly families	322	11%	
Families with Disabilities	966	32%	
Race/ethnicity - white	2989	99%	
Race/ethnicity – other	31	1%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed? <b>3 months (date closed: 7/1/2004)</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Family Reunification, Project-based Section 8 program)			

### **B. Strategy for Addressing Needs**

**This is an especially challenging Strategy – the housing needs of lower income Vermonters, as demonstrated by VSHA's waiting list, are greater than they have ever been. VSHA waiting list for Section 8 voucher assistance has 3020 applicants. With no**

**new federal resources available to meet the housing needs of this population, VSHA must maximize its existing resources and market extensively the variety housing options currently available to lower income households within the State.**

**More specifically, some applicants on VSHA's waiting list will be offered housing choice vouchers while others will be offered project-based rental assistance – through these housing options, we hope to serve a minimum of 300 families from the waiting list during FY05. Other applicants will be encouraged to apply for other types of affordable housing (privately managed Section 8 properties and properties funded by USDA Rural Development) that are available to lower income Vermonters.**

**Further, VSHA staff will work in partnership with and educate advocacy groups and social service organizations locally on the variety of housing options that exist in their communities – making every effort to insure that the housing needs of low-income Vermonters are met.**

### **(1) Strategies**

#### **Need: Shortage of affordable housing for all eligible populations**

##### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

- ☒ Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

##### **Strategy 2: Increase the number of affordable housing units by:**

- ☒ Apply for additional Section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed -finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

#### **Need: Specific Family Types: The Elderly**

##### **Strategy 1: Target available assistance to the elderly:**

- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become

available

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs

**Strategy 2: Conduct activities to affirmatively further fair housing**

- ☒ Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the Section 8 program to owners outside of areas of poverty /minority concentrations

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups

**2. Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	17,384,792	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Resident Opportunity and Self-Sufficiency Grants	176,346	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
McKinney Homeless Funds	1,213,598	Rental Assistance; supportive services; operations
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
Section 8 Contract Administration -	12,035,763	Rental Assistance
<b>4. Non-federal sources (list below)</b>		
Property Management	693,826	
HOPWA/Shelter plus Care fees	19,477	
VHFA fees	63,756	
<b>Total resources</b>	<b>31,587,558</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.12 (b), 903.7 (b)]

#### **A. Public Housing**

VSHA does not administer a public housing program – this section does not apply.

#### **B. Section 8**

##### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)  
☒ Criminal and drug-related activity, more extensively than required by law or regulation
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? (Criminal records are obtained through the Vermont Crime Information Center (VCIC)).
- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes?  
(either directly or through an NCIC-authorized source) Records are obtained

through the Vermont Banker's Association.

- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☒ Other (describe below): Tenancy History, to the extent that it's available.

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the Section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ Federal project-based voucher program

- b. Where may interested persons apply for admission to Section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☒ Other (list below) Through the mail

**Applications will be accepted only when the waiting list is open.**

## **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit? Extensions are provided in response to reasonable accommodation or evidence of extenuating circumstances.

## **(4) Admissions Preferences**

- a. Income targeting

☐ Yes ☒ No:

Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the Section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to Section 8 tenant-based assistance?

The VSHA uses the following local preference system:

Date and time of receipt of a completed application.

**Moderate rehabilitation families** who are currently residing in a unit which is overcrowded or under-occupied and there is no applicable unit available in the moderate rehabilitation development.

**Victims of domestic violence:** The HA will offer a local preference to individuals or families that are homeless due to domestic violence, or are currently living in a situation in which they are being subjected to domestic violence.

For the purposes of this preference, Domestic Violence is defined as a pattern of coercive control that may be primarily psychological, economic, or sexual, but that is reinforced by one or more acts of frightening physical violence, credible physical threat, or sexual assault.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered eligible for local preference due to domestic violence.

To qualify for this preference, the applicant must not have other options for safe, long-term housing.

An applicant who receives a voucher under this preference will retain the voucher, solely in his or her name, regardless of who may move into the household.

VSHA may ask applicants to provide a letter from a social service or law enforcement agency, Network Program or other qualified entity to verify the applicants' eligibility for this preference.

**Involuntarily Displaced:** Families who are displaced due to fire, flood, natural disaster, or condemnation by a local, State, or Federal agency, or the applicant is living in housing that has at least one serious defect that threatens their health or safety (such as, unusable water or septic system, grossly insufficient heat in winter, severe fire hazard(s) such as grossly defective wiring).

**Incidence of Lead-Based Paint Poisoning:** Family with a child under the age of six in the household who has tested positive for lead paint poisoning (child must have an elevated blood level of 15 ug/dl, or higher) and are occupying a unit that contains lead-based paint.

**Note: All 'Local Preferences' are weighted equally.**

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

- ☒ Victims of domestic violence
- ☒ Involuntarily Displaced

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

- ☒ Involuntary Displacement
- ☒ Victims of domestic violence

Other preferences:

- ☒ Incidence of lead-based paint poisoning
- ☒ Over/under-housed Moderate Rehabilitation families

4. Among applicants on the waiting list with equal preference status, how are applicants selected?

- ☒ Date and time of application

5. Relationship of preferences to income targeting requirements: (select one)

- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose Section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan

b. How does the PHA announce the availability of any special-purpose Section 8 programs to the public?

- ☒ Direct outreach to program applicants, advocacy groups and special interest groups.

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(d)]

##### **A. Public Housing**

VSHA does not have a public housing program – this section does not apply.

##### **B. Section 8 Tenant-Based Assistance**

###### **(1) Payment Standards**

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ 100% of FMR

- b. How often are payment standards reevaluated for adequacy? (select one)  
☒ Annually or more frequently if rental market conditions or funding formulas dictate.
- c. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)  
☒ Success rates of assisted families  
☒ Rent burdens of assisted families  
☒ Rents charged in the market place.  
☒ Changes in funding formulas, as dictated by HUD.

## **(2) Minimum Rent**

- a. What amount best reflects the PHA's minimum rent? (select one)  
☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50
- b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

VSHA does not administer a public housing program – this section does not apply

## **6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

VSHA does not administer a public housing program – this section does not apply.

## **7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (1) ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

## (2) Program Description

### a. Size of Program

☐ Yes ☒ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

### b. PHA-established eligibility criteria

☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

### c. What actions will the PHA undertake to implement the program this year (list)?

Section 8 for Homeownership Option has been made available to eligible program participants since April 1999.

## (3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

a. ☒ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

b. ☒ Partnering with agencies to administer the program:  
VSHA partners with the Neighborworks Homeownership Centers (HOCs) in Vermont to administer the Homeownership option – MOUs have been entered into with each of the HOCs.

c. ☒ Demonstrating that it has other relevant experience (list experience below).  
VSHA has a very successful Section 8 for Homeownership program that was first implemented in 1999 as a demonstration program, with HUD approval, under the guidance of the proposed program rule. Since the inception of VSHA's Section 8 for Homeownership program, 47 Section 8 program participants have purchased homes. VSHA has been administering the Homeownership Option for five years, and have been recognized by HUD as having one of the most successful Homeownership programs in the country.

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the*

*PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

#### **Statement of Progress in meeting 5-Year Plan Mission and Goals (10/1/2000 – 9/30/2004)**

Following are the goals that were established in VSHA's 5-Year Plan for fiscal years 2000-2004. These goals were extracted from VSHA's Strategic Plan, dated September 1998 – following each goal is a brief progress statement.

**Goal 1:** Over the next three to five years, it will be essential that the VSHA obtain a level of diversification and organizational structure that will permit its non-Section 8 programs and activities to be self-sustaining.

**Progress in meeting goal:** This is an agency-wide goal that is evaluated on an ongoing basis to ensure that our housing delivery system is economical, efficient and effective.

**Goal 2:** The VSHA will conduct an analysis of our administrative policies and make necessary changes in light of new federal policy affecting the Section 8 Program in order to meet the needs of our program participants.

**Progress in meeting goal:** This is an ongoing goal (or task). As part of the Annual Planning process for FY2004, we made several changes to the Section 8 Administrative Plan. The Resident Advisory Board reviewed the Administrative Plan changes and were provided an opportunity to comment. Changes to the Administrative Plan will occur as necessary – to meet the needs of our program participants and in response to changes in federal housing policy.

**Goal 3:** Develop Section 8 Homeownership Demonstration Program and make available to Section 8 program participants.

**Progress in meeting goal:** VSHA received approval from HUD to offer a Section 8 Homeownership Demonstration Program on May 1, 2000. Since then we have developed partnerships with the local Neighborworks centers throughout Vermont. On April 1, 2001, VSHA notified HUD of its intent to administer the homeownership program in accordance with the final rule, published September 12, 2000, and to offer the homeownership option to all program participants in its jurisdiction. VSHA has been administering a statewide Section 8 Homeownership program since 4/1/2001. To date, we have assisted 46 Section 8 HCV families in becoming first-time home buyers. We

anticipate an additional 20 families will purchase homes prior to the end of FY2004

**Goal 4:** Increase voucher payment standards, where necessary, and encourage more landlords in Vermont to participate in the Section 8 Program.

**Progress in meeting goal:** VSHA commissioned an RDD Rent Survey last April, in response to HUD's proposed FMR, and was instrumental in providing comments to HUD supporting higher FMRs in many areas throughout Vermont. Further, where necessary, we have increased payment standards up to 110% of the FMR to improve the success of families searching for housing. As a result, landlord participation in the Section 8 program is greater. VSHA continues to fund payment standards, in many areas, at 110% of FMR. Higher payment standards have helped increase utilization goals. To date, our voucher program is 101% leased.

**Goal 5:** Apply for additional rental vouchers.

**Progress in meeting goal:** VSHA received \$500,000 in McKinney Homeless funds in FY 2003. We have applied for 50 Mainstream vouchers in June 2003 and will be applying for \$750,000 in McKinney Homeless funds.

**Goal 6:** Seek opportunities to acquire and develop rental housing for low and moderate-income households throughout Vermont.

**Progress in meeting goal:** In response to the tremendous need for long-term affordable housing throughout the State of Vermont, VSHA intends to utilize up to 20% of its housing choice vouchers (total of 630 units to be set aside) for project basing under the Section 8 Project-Based Voucher Option. We intend to accomplish this objective, overtime, through the publication of several Request for Proposals. To date VSHA has set aside 369 units for project-basing. Further, on March 26, 2003 and May 28, 2003, the VSHA Board of Commissioners agreed to set aside an additional 170 vouchers for the project-basing initiative. Expansion of the project-based voucher program will continue to be a priority for VSHA during fiscal year 2004.

**Goal 7:** Ensure Equal Opportunity in Housing

**Progress in meeting goal:** VSHA strives to meet this goal on a daily basis through education of program participants. In addition, VSHA works with town governments and community based organizations to increase the supply of accessible housing so that individuals with physical limitations can remain in their community and be able to participate in the community in meaningful ways. Further, VSHA continues to participate as a member of the Fair Housing Subcommittee. Housing agency staff will continue to attend Fair Housing training on a regular basis and part of ongoing professional development initiatives.

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

Any of the following actions will be considered a “significant amendment or modification” to VSHA’s 5-Year and/or Annual Plan:

- Additions of new activities not included in the current 5-Year/Annual Plan;
- Any change with regard to Section 8 for Homeownership program or Section 8 Project-based program;
- Any change in tenant-rent policies.

## **C. Other Information**

[24 CFR Part 903.13, 903.15]

### **(1) Resident Advisory Board Recommendations**

- a. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

### **(2) Resident Membership on PHA Governing Board**

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

☒ Yes ☐ No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Caryn Feinberg

Method of Selection:

☒ Appointment by the Governor.

**The term of appointment is (include the date term expires): 2/28/2008**

### **Description of Resident Election Process**

Nomination of candidates for place on the ballot: (select all that apply)

☒ All Section 8 program participants were provided an opportunity to serve on the RAB – interested individuals were drawn from a lottery, and asked to serve a term of two years.

Eligible candidates: (select one)

☒ Any adult recipient of PHA assistance

Eligible voters: (select all that apply)

☒ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Date of next term expiration of a governing board member: 2007

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Governor, State of Vermont

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

#### **Consolidated Plan jurisdiction: State of Vermont**

a. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply):

- ☒ The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

#### **(4) (Reserved)**

Use this section to provide any additional information requested by HUD.

## **10. Project-Based Voucher Program**

- a. ☒ Yes ☐ No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. ☒ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

☒ Access to neighborhoods outside of high poverty areas

☒ Lack of available, suitable housing .

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

Approximately 120 units located in a variety of communities throughout Vermont.

## 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
✓	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
✓	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
✓	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
NA	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
NA	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
NA	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
NA	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	infestation).	
NA	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
NA	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
✓	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
✓	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
✓	Consortium agreement(s). MOU's with Neighborworks HOC; MOU with Agency of Human Services	Annual Plan: Agency Identification and Operations/ Management
NA	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
NA	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
✓	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
NA	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program (Chapter 20 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
NA	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
✓	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
NA	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
NA	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G).	Pet Policy

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	<input type="checkbox"/> Check here if included in the public housing A & O Policy.	
✓	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
NA	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
NA	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
✓	PBA Administrative Policies – Chapter 21	5-Year and Annual Plans

### 13. Capital Fund Program Five-Year Action Plan